



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
50-2009

OPEN TO: All Interested Candidates
POSITION: Warehouseman, FSN-02*; FP-CC**
OPENING DATE: December 10, 2009
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 437,452* (Grade 02)

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Warehouseman in the General Services Office.

BASIC FUNCTION OF POSITION

Performs manual supply duties in a warehouse and throughout the embassy, residences and offices.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of primary school is required.
- 2. Prior Work Experience:** Six months to one year of warehouseman experience or an equivalent combination of warehouseman and laborer experience is required.
- 3. Language Proficiency:** Level I English is required.
- 4. Other criteria:** Must be able to learn locations of various types of supply items and property items, and to learn to recognize items by the sight and from oral description.

5. Other Skills and Abilities: Must be able to perform moderately heavy work, and make heavy lifts at time. Must be able to operate forklift truck.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. EFM's that currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume. A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
 - Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Warehouseman, Vacancy Announcement #50-2009
Point of Contact: Human Resources Office
For quickest reception fax to: 021-60-73-35
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**

Drafted: NBentoura
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